



State of Montana Job Vacancy
Department of Transportation
 Administration Division



August 5, 2008

Internal/External Statewide

An Equal Opportunity Employer

Job Title: Accountant
 Position No.: 54121053
 Division: Administration
 Location: Helena
 Job Code: 132116
 Type of Position: Full Time / Permanent
 Work Comp Code: 8811
 Bargaining Unit / Code: MPEA / 0000-8
 Band: Band 6
 Annual Salary Range: \$37,428 - \$46,786
 Supplement Required: Yes ☐ No ☒
 Closing Date: Open until filled, first review August 13, 2008

Fiscal Operations Bureau Overview

The Financial Operations Bureau is responsible for providing the department with legal, efficient, timely, and accurate financial accounting systems and financial information to facilitate departmental decision making and maintain organizational effectiveness, efficiency, and accountability. The Bureau administers the collection, distribution, refunding, and accounting of the Department's revenue that includes federal reimbursements and motor fuel taxes. The Bureau also conducts internal and external reviews, and performance reviews to ensure legal compliance and financial efficiency in a manner consistent with professional standards. The external reviews primarily concern compliance and enforcement of the motor fuel tax law. The bureau provides technical assistance to taxpayers on the proper procedures and accounting systems for complying with motor fuel tax laws and is responsible for the management, planning, development, implementation, and maintenance of all accounting and various financial information systems; financial operations; establishing policy, methods, and procedures pertaining to these operations; and providing biweekly payrolls, employee benefits payments, payroll deductions, tax deductions, and related information. The Bureau consists of the Collections Section, Payroll Section, and the Accounting Systems Operations Section.

Description of Duties

Maintain and monitor accounting systems, monitor established internal controls for the Collections section to ensure consistent application, develop accounting reports, and perform related system reconciliation and correction work to ensure proper recording and submission of accounting data. Maintain and monitor accounts receivable, develop accounting reports, and perform related system reconciliation and correction work to ensure proper recording and submission of accounting data. May give testimony in legal hearings or judicial proceedings. Prepare progressive collections letters, payment plan agreements and legal documentations to assist legal staff in obtaining judgment for other avenues to collect account receivable. Transfer bad debt accounts receivable to Bad Debt Collections, Department of Revenue. Communicate and resolve account receivable issues that arise between customers and the Department. Research and analyze accounting systems, processes, policies and methods and make recommendations for development and implementation. System responsibilities include SABHRS (Accounts Receivable Module

and General Ledger activities), CARES and VISTA-TS. This work involves regular problem-solving and professional judgment in the proper application of accounting principles and practices, GAAP, and state and federal requirements. This position must regularly resolve reconciliation issues that involve the consideration of a broad range of occasionally conflicting and ambiguous information. This includes assessing interface and data transfer issues across multiple major accounting systems (e.g., SABHRS, VISTA, CARES) as well as internal subsystems and manual accounting processes. The position must also assess business practices and operations in a variety of MDT headquarters and district work units to develop accounts receivable methods and systems that meet agency business needs while ensuring compliance with GAAP and state and federal requirements.

Job Requirements

Requires an advanced knowledge of the principles and practices of governmental accounting, Generally Accepted Accounting Principles, Auditing and Financial Reporting requirements, state and federal regulations and accounting requirements, state and federal regulations for collection of debts, information systems, research and analysis practices, contract requirements and accounting stipulations, state and federal laws and requirements and skill in analyzing and reconciling accounting data and training methods and techniques. Knowledge of automated accounting software, i.e. SABHRS and CARES and other systems. Knowledge of administrative goals and objectives, legislative and administrative rule requirements and processes. Will become familiar with Montana statutes, MDT rules, regulations, policies, and procedures.

Must have knowledge of the procedures with electronic spreadsheets and other data processing applications in order to extract data and perform the necessary analyses and operations. Requires skill in the operation of a personal computer, office software, specialized financial management systems, and standard office equipment; mathematical analysis; problem solving techniques; system analysis and design procedure; and presentation and negotiation.

Ability to independently apply governmental accounting theories for the purpose of extending existing MDT applications, systems, and policies; analyze and interpret project accounting data and problems; interpret and apply federal and state laws and regulations; establish and maintain effective working relationships with program managers, other agencies, and the public and communicate effectively verbally and in writing.

Education and Experience

Bachelor's degree in Accounting or a closely related field to include coursework in intermediate and governmental accounting and two years of progressively responsible accounting experience that includes governmental accounting, financial reporting and automated accounting systems. The agency will accept alternative means of meeting minimum qualifications in lieu of a Bachelor's degree. For example, six years of progressively responsible accounting experience that includes governmental accounting, financial reporting and automated accounting systems may substitute. A CPA may substitute for up to one year of the progressively responsible experience. A training assignment may be considered on a case by case basis.

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☒ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☒ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001

Closing Date: ☐ by 5:00 pm **or** ☒ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement.

Non-bargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are

entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.